

CIA INTERNAL USE ONLY

DD/ST-1162-63

4 JUL 1963

**MEMORANDUM FOR:** Logistics Services Division  
**SUBJECT :** Hanging of Blackboards

1. It is requested that two laborers be detailed to Room 3E14 on the morning of 15 August 1963 for the purpose of hanging two blackboards in the Office of the Deputy Director, Science and Technology. The laborers are not to report to the area prior to 10:30 and the project must be completed no later than 3:30.

2. The blackboards are approximately 4 feet high by 6 feet long and are to be suspended midway between the ceiling and floor. Any costs incurred in this work order is to be charged to cost center 4260-1000-1000.

25X1A

Assistant for Administration  
Deputy Director  
Science and Technology

**Distribution:**

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